

W A R N I N G

**IMPORTANT NOTICE
DO NOT DETACH**

SUPERFUND CONFIDENTIAL BUSINESS INFORMATION

All or a portion of the attached document is claimed to be confidential business information by the submitter pursuant to CERCLA, as amended, §104. Unless and until EPA makes a determination that the document is not confidential business information, it must be treated as such.

Any person handling or using the attached document in any way is responsible for preventing unauthorized disclosure while in his or her possession. §1905 of title 18 of the United States Code and CERCLA, as amended, §104(e)(7)(B) provide penalties for disclosure of confidential business information. They include criminal penalties and adverse personnel actions.

The document may not be disclosed further or copied by you except as authorized by The Superfund CBI Manual. If you have any questions concerning the appropriate handling of this document, please contact the attorney assigned to this case or the Office of Regional Counsel, EPA, Region 9.

MONTHLY TECHNICAL PROGRESS REPORT

for the period

December 1 – December 31, 2010

**Submitted
to**

**U.S. Environmental Protection Agency
75 Hawthorne Street
San Francisco, CA 94105
Attn: Elaine Chan,
Task Order Assignment Manager**

Under Contract EP-R9-06-03

**Submitted
by**



GRB Environmental Services, Inc.
Consulting Environmental Engineers and Scientists

Table of Contents

I. TASK ACCOMPLISHMENTS.....	1
Task 1: Project Management	1
1.1 Manage the Contract.....	1
1.2 Closeout of the Contract	1
Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding.....	1
2.1 Organizing and Indexing	1
2.2 Document Pick-up, Processing, File Management, and Storage	2
2.3 Scanning	3
2.4 SCAP Support and WasteLAN Data Entry	3
2.5 Financial Documentation/Cost Recovery Packaging.....	3
2.6 Recycling and Shredding	4
Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production.....	7
3.1 Reference, Search, and Circulation Service.....	7
3.2 Freedom of Information Act (FOIA)	8
3.3 Photocopy and Redaction Service	8
3.4 CD-ROM Service	8
3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters	8
Task 4: Administrative Records (ARs) and Special Collections Management.....	10
4.1 Administrative Records	10
4.2 Work-Performed Compilations.....	10
4.3 Electronic Media and Microfilm Management.....	11
Task 5: Manage the Day-to-Day Operations of the Superfund Records Center	11
Task 6: Training and Orientation	12
Task 7: Online Operations and Internet Support	12
Task 8: Attend Meetings and Teleconferences	12
Task 9: Assist Region 9 with Implementing ECMS	12
III. PERSONNEL ACTION.....	13
IV. SUMMARY OF TECHNICAL DIRECTION	13
V. STATISTICS	14
VI. MAJOR PROJECT NARRATIVE DESCRIPTIONS	15

VII. COMPARISON OF WORK ACCOMPLISHED TO THE STATEMENT OF WORK.....	16
Task 1: Project Management	16
1.1 Manage the Contract	16
1.2 Close-Out of the Contract	16
Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage and Recycling/Shredding.....	16
2.1 Organizing and Indexing	16
2.2 Document Pick-up, Processing, File Management, and Storage	16
2.3 Scanning	16
2.4 SCAP Support and WasteLAN Data Entry	16
2.5 Financial Documentation/Cost Recovery Packaging.....	16
2.6 Recycling and Shredding	17
Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production.....	17
3.1 Reference, Search, and Circulation Service.....	17
3.2 Freedom of Information Act (FOIA)	17
3.3 Photocopy and Redaction Service	17
3.4 CD-ROM Service	17
3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters	17
Task 4: Administrative Records (ARs) and Special Collections Management.....	17
4.1 Administrative Records	17
4.2 Work-Performed Compilations.....	17
4.3 Electronic Media and Microfilm Management.....	17
Task 5: Manage the Day-To-Day Operations of the Superfund Records Center.....	18
Task 6: Training and Orientation	18
Task 7: Online Operations and Internet Support	18
Task 8: Attend Meetings and Teleconferences	18
Task 9: Assist Region 9 with Implementing ECMS	18
9.7 Attend ECMS Meetings & Teleconferences	18

EPA Contract No. EP-R9-06-03
Superfund Records Center Management Services, Region 9

Monthly Report
December 2010

TOAM: Elaine Chan
PM: Anne Bonham

I. TASK ACCOMPLISHMENTS

Task 1: Project Management

1.1 Manage the Contract

The monthly report was submitted to the TOAM on December 8.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment report were all submitted to the TOAM on December 16.

The Records Center Performance Measurements Reports were submitted to the TOAM on December 7.

A report on the status of the CERCLIS-to-SDMS database synchronization project was submitted to the TOAM on December 14.

The PM met with the TOAM on December 16 to review the monthly reports and to verify the status of the contract.

Future Activities

Staff will deliver monthly technical and financial reports to the TOAM by the 10th of the month.

Staff will continue to track furniture and equipment for the semi-annual property inventory updates.

Records Center guidance materials will be created or revised as required.

1.2 Closeout of the Contract

No activity occurred in this reporting period.

Future Activities

Closeout activities will be performed as described in the Transition Plan and as directed by the TOAM at the end of the performance period.

Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding

2.1 Organizing and Indexing

Staff indexed 2,389 documents and edited 2,701 index records in the Superfund Document Management System - Centralized (SDMS-C) database.

Librarian IVs eliminated the indexing backlogs of the following sites this month:
NAVAJO TOXAPHENE
NORTH HOGBACK #1 TANK BATTERY
PEABODY COAL CO BLACK MESA MINE

The site assessment Librarian IV received 1.2 lft. of new documents, of which .3 lft. were federal facilities documents, and processed 1 new site.

Circulation Department staff shelf-read approximately 501 lft. of site files during the month.

The site assessment Librarian IV shelfread the entire site assessment collection (409 lft.).

To ensure the accuracy and consistency of database searches, a Librarian IV completed the 1st quarter quality-assurance review of new personal and organizational name authority file entries.

The site assessment Librarian IV received 1.4 lft. of Oil Facility Response Plan documents, and spent 9.9 hours updating the collection.

Future Activities

Staff will continue to organize and index Superfund files into the SDMS-C database.

2.2 Document Pick-up, Processing, File Management, and Storage

18.7 lft. of documents were picked up from EPA regional offices. 2 Transfer of Records forms were processed.

9 lft. of documents were retrieved from the FRC.

Staff performed physical preparation of documents (such as removing bindings, redacting, stamping, photocopying, or preparing for scanning or microfilming) for the following Administrative Records or special collections:

Pacific Coast Pipelines (4.7 lft.)

The Holdings Database was maintained during the month, and the following holdings reports were updated:

Holdings Report, updated December 21.

FRC Storage Report, updated December 21.

On-Site Storage Report, updated December 21.

Contracts On-Site Storage Report, December 6, 10, 17, 23, 30.

Staff checked 1.1 lft. of unindexed San Gabriel Valley documents for possible duplication with documents already in the site file.

Future Activities

Staff will continue to pick up documents from EPA regional offices on a regular twice-weekly schedule.

Staff will continue to maintain the on-site file collections and to recommend inactive files for retirement to the FRC.

Staff will continue to prepare accessions for transfer to the FRC.

2.3 Scanning

Scanning Department staff prepared, scanned, and quality assured 1,989 documents (62,623 pages) during December and forwarded them for retirement to the FRC.

Future Activities

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS-C system and forward them for retirement to the FRC.

2.4 SCAP Support and WasteLAN Data Entry

Staff received, indexed, and logged 5 SCAP accomplishment documents during December.

Future Activities

Staff will continue to receive, index and log SCAP accomplishment documents at the direction of the TOAM.

2.5 Financial Documentation/Cost Recovery Packaging

Twenty-nine Financial Cost Documentation Packages were processed through the Accounting, Program, or Enforcement Final copy for the following sites:

OU	SSID	Site Name
01	09H2	BROWN & BRYANT INC. (ARVIN PLANT)
01	0974	J.H. BAXTER & CO
00	091A	LEVIATHAN MINE
02	09X8	LORENTZ BARREL & DRUM CO
01	09M6	MEW STUDY AREA
00	0946	MGM BRAKES (6 pkgs)
01/03	09BC	OMEGA CHEMICAL CORP
00	0958	OPERATING INDUSTRIES, INC., LANDFILL
03	0958	OPERATING INDUSTRIES, INC., LANDFILL (092S & 092T)
01	099K	PEMACO MAYWOOD
04	09N2	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
04	09N2	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT) (09QB)
04	09QY	SAN FERNANDO VALLEY (AREA 2, DRILUBE-WILSON)
04	09QZ	SAN FERNANDO VALLEY (AREA 2, DRILUBE-BROADWAY)
00	09KL	SAN JOAQUIN DRUM CO
01	09J8	SOLA OPTICAL USA, INC
00	09R4	WESTERN PACIFIC RAILROAD CO. (7 pkgs)

Staff retrieved 43 cost packages/financial documents for EPA staff during December.

The Cost Package Documentation Index was updated on December 6, 10, 17, 23, 30.

Future Activities

Cost packages and cost summaries will continue to be processed as directed by the TOAM.

2.6 Recycling and Shredding

At the request of EPA staff, Records Center staff recycled/shredded 9.2 lft. of documents.

Future Activities

Recycling and shredding assistance will be provided as directed by the TOAM.

Sites worked on under Task 2 for the month of December, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 2 major efforts generally consist of large-volume indexing & scanning efforts. Sometimes these efforts are the necessary preliminary steps to producing Administrative Records. However, major indexing efforts on a single site can also represent an effort to reduce the backlog for that site.

SSID	OU	SITE NAME
09JD	00	38TH AND QUINCE STREET
09JC	00	A-AMERICAN ENVIRONMENTAL L L C
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
0916	01	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	03	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	05	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	06	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	07	AEROJET GENERAL CORP (RANCHO CORDOVA)
09NE	00	AIRCRAFT PLATING CO. INC
09FL	00	ALAMEDA NAVAL AIR STATION
09LM	00	ALAN AVE
094Y	00	ALARK HARD CHROME
09DJ	00	AMCO CHEMICAL
09DJ	01	AMCO CHEMICAL*
09GU	00	ANACONDA COPPER CO (YERINGTON)
09GU	01	ANACONDA COPPER CO (YERINGTON)
09GU	08	ANACONDA COPPER CO (YERINGTON)
0983	00	APPLIED MATERIALS
09JS	01	ASARCO INC HAYDEN PLT
0934	01	ATLAS ASBESTOS MINE
09KU	00	ATLAS ASBESTOS MINE
09JW	00	B.F. GOODRICH
09JW	01	B.F. GOODRICH
0900	00	BILLY THE KID MINE
09MM	00	BLUE LEDGE MINE
09H2	01	BROWN & BRYANT INC. (ARVIN PLANT)
09H2	02	BROWN & BRYANT INC. (ARVIN PLANT)
09EQ	00	CAPPELL ROAD ILLEGAL DUMP
09GY	01	CASMALIA PHASE II
093H	01	CASMALIA RESOURCES*
09AQ	00	CENTRAL EUREKA MINE
0945	01	COAST WOOD PRESERVING
091N	01	COOPER DRUM
09H5	01	CTS PRINTEX, INC.

SSID	OU	SITE NAME
095J	00	CUMMINGS ROAD SANITARY LANDFILL
0936	01	DEL AMO FACILITY
0936	02	DEL AMO FACILITY
0936	03	DEL AMO FACILITY
09AG	01	DEL MONTE CORP. (OAHU PLANTATION)
09AG	02	DEL MONTE CORP. (OAHU PLANTATION)
09HB	00	DENOVA ENVIRONMENTAL INC.
09T8	00	DYNAMIC PLATING, INC
09P8	00	EDWARDS AIR FORCE BASE
09P8	01	EDWARDS AIR FORCE BASE
0900	00	ENERGY TECHNOLOGY ENGINEERING CTR
09H7	00	FRESNO MUNICIPAL SANITARY LANDFILL
094R	01	FRONTIER FERTILIZER
09X6	00	HALACO ENGINEERING CO
09B8	01	HASSAYAMPA LANDFILL
09BL	00	HICKAM AIR FORCE BASE
09LE	00	HILO BURRITO
0909	03	HUGHES/TUCSON AIRPORT
09WJ	01	INDALEX ALUMINUM SOLUTIONS
0920	00	INDIAN BEND WASH NORTH
0920	08	INDIAN BEND WASH NORTH
09G6	00	INDIAN BEND WASH SOUTH
09G6	03	INDIAN BEND WASH SOUTH
0988	01	INTEL CORP (SANTA CLARA 3)
09MX	00	IRON KING MINE - HUMBOLDT SMELTER
0917	04	IRON MOUNTAIN MINE
0917	05	IRON MOUNTAIN MINE
0917	06	IRON MOUNTAIN MINE
0974	01	J.H. BAXTER & CO
0974	02	J.H. BAXTER & CO
09FM	01	KLAU/BUENA VISTA MINE
09FM	02	KLAU/BUENA VISTA MINE
09FM	03	KLAU/BUENA VISTA MINE
093Y	00	LAVA CAP MINE
093Y	01	LAVA CAP MINE
093Y	03	LAVA CAP MINE
097J	00	LEHR/OLD CAMPUS LANDFILL
097J	01	LEHR/OLD CAMPUS LANDFILL
091A	00	LEVIATHAN MINE
0900	N/A	LIBBY SISTER SITES (ASBESTOS PROJECT)
0989	00	LORENTZ BARREL & DRUM CO
09X8	02	LORENTZ BARREL & DRUM CO
0900	N/A	MARIANO LAKE MINE
09QN	00	MCCLELLAN AIR FORCE BASE
09SP	00	MCCLELLAN AIR FORCE BASE
09BZ	00	MCFARLAND STUDY AREA
0900	00	MESA I MINES
09M6	00	MEW STUDY AREA
09M6	01	MEW STUDY AREA
0946	00	MGM BRAKES
09J4	01	MODESTO GROUND WATER CONTAMINATION
0926	00	MONTROSE CHEMICAL CORP
0926	01	MONTROSE CHEMICAL CORP
0926	02	MONTROSE CHEMICAL CORP
0926	03	MONTROSE CHEMICAL CORP

SSID	OU	SITE NAME
0926	04	MONTROSE CHEMICAL CORP
0926	06	MONTROSE CHEMICAL CORP
0926	07	MONTROSE CHEMICAL CORP
09CA	00	MONTROSE CHEMICAL CORP
09CA	05	MONTROSE CHEMICAL CORP
0900	00	MOONLIGHT MINE
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09BE	02	MOTOROLA, INC. (52ND STREET PLANT)
09BE	03	MOTOROLA, INC. (52ND STREET PLANT)
09EY	00	MOUREN-LAURENS OIL
0900	00	MUSHROOM EXPRESS
09LZ	00	NATIONAL TECHNICAL SYSTEMS
099Q	00	NAVAJO TOXAPHENE
09QM	00	NE CHURCHROCK QUIVIRA MINES
09K7	00	NEW IDRIA MERCURY MINE
09J5	01	NEWMARK GROUNDWATER CONTAMINATION
09J5	03	NEWMARK GROUNDWATER CONTAMINATION
0900	N/A	NORTH HOGBACK #1 TANK BATTERY
09PM	00	NORTHEAST CHURCHROCK MINE SITE
09SR	00	NORTHEAST CHURCHROCK MINE SITE
09BC	00	OMEGA CHEMICAL CORP
09BC	01	OMEGA CHEMICAL CORP
09BC	02	OMEGA CHEMICAL CORP
09BC	03	OMEGA CHEMICAL CORP
0958	00	OPERATING INDUSTRIES, INC., LANDFILL
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
0958	03	OPERATING INDUSTRIES, INC., LANDFILL
09A7	01	ORDOT LANDFILL
09J6	00	PACIFIC COAST PIPELINES
09J6	01	PACIFIC COAST PIPELINES
09LP	00	PAGO PAGO SOLVENT AND CLEANER
0900	N/A	PEABODY COAL CO - BLACK MESA MINE SITE
099K	01	PEMACO MAYWOOD
0919	06	PHOENIX-GOODYEAR AIRPORT AREA
09R8	00	PHOENIX-GOODYEAR AIRPORT AREA
09R8	01	PHOENIX-GOODYEAR AIRPORT AREA
09R8	03	PHOENIX-GOODYEAR AIRPORT AREA
09WE	00	PLUMAS EUREKA STATE HISTORIC PARK
0900	N/A	REGISTERED GUEST ROAD OIL SPILL
09ML	00	SAIPAN PESTICIDES 2004
0959	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09L6	03	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	04	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09QZ	04	SAN FERNANDO VALLEY (AREA 2, DRILUBE-BROADWAY)
09QY	00	SAN FERNANDO VALLEY (AREA 2, DRILUBE-WILSON)
09QY	04	SAN FERNANDO VALLEY (AREA 2, DRILUBE-WILSON)
09SF	04	SAN FERNANDO VALLEY (AREA 2, EXCELLO PLATING)
09N2	03	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09N2	04	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09RA	04	SAN FERNANDO VALLEY (AREA 2, LIBRASCOPE)
094X	05	SAN GABRIEL VALLEY (AREAS 1-4)
097B	08	SAN GABRIEL VALLEY (AREAS 1-4)
097B	09	SAN GABRIEL VALLEY (AREAS 1-4)

SSID	OU	SITE NAME
098V	04	SAN GABRIEL VALLEY (AREAS 1-4)*
098V	05	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	00	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	01	SAN GABRIEL VALLEY (AREAS 1-4)
09M5	01	SAN GABRIEL VALLEY (AREAS 1-4)
09KL	00	SAN JOAQUIN DRUM CO
09J8	01	SOLA OPTICAL USA, INC
09JJ	00	SONOMA BURN DUMP
0942	01	SOUTH BAY ASBESTOS
0942	02	SOUTH BAY ASBESTOS
0964	01	SOUTH BAY BASIN
09D7	00	SOUTHERN CALIFORNIA EDISON (VISALIA POLEYARD)
09D7	01	SOUTHERN CALIFORNIA EDISON (VISALIA POLEYARD)
0901	05	STRINGFELLOW
09K2	00	SULPHUR BANK MERCURY MINE
09K2	02	SULPHUR BANK MERCURY MINE
09P3	00	TREASURE ISLAND NAVAL STATION- HUN PT AN
09P3	01	TREASURE ISLAND NAVAL STATION- HUN PT AN
09RF	00	TUBA CITY ABANDONED LDFL
096Y	01	TUCSON WEST CAP
09RP	00	TUJUNGA WELLFIELD SITE DISCOVERY
09R3	02	UNITED HECKATHORN CO
095X	00	VALETERIA DRY CLEANERS
09C1	01	WASTE DISPOSAL, INC.
09R4	00	WESTERN PACIFIC RAILROAD CO.
0997	01	WESTINGHOUSE ELECTRIC CORP. (SUNNYVALE)

Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production

3.1 Reference, Search, and Circulation Service

Staff processed 27 requests for documents, performed 440 database searches in SDMS-C, and provided 1,282 documents for EPA staff and other requesters.

Fifteen indices were generated in electronic, diskette, CD-ROM, or paper format at the request of EPA staff or members of the public.

The Circulation Department and Cost Recovery Department CBI Circulation/Disclosure Reports were submitted to the EPA CBI Officer on December 3 and December 10, respectively.

Future Activities

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and to generate site file indices from the SDMS-C database.

3.2 Freedom of Information Act (FOIA)

Staff provided support for 6 FOIA requests totaling 15 billable hours.

Future Activities

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and providing information in hard copy or electronic form.

3.3 Photocopy and Redaction Service

Staff photocopied 1,657 non-FOIA-related pages for EPA staff and other requesters. In addition, staff printed 303 pages from SDMS-C.

At the request of EPA staff 3 documents from the Halaco Engineering Co. site file and 3 documents from the San Fernando Valley (Area 1) site file were redacted in preparation for upcoming FOIA responses.

Future Activities

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

3.4 CD-ROM Service

Staff fulfilled 20 requests for documents on CD-ROMs. 179,539 pages were copied to CDs.

Future Activities

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters

Staff scanned, entered into SDMS-C, copied to CD-ROM, and mailed to EPA Headquarters the RODs, ESDs, and/or ROD Amendments for the following sites:

ALAMEDA NAVAL AIR STATION
B.F. GOODRICH
CONCORD NAVAL WEAPONS STATION
FORT ORD

Future Activities

Staff will continue to submit RODs, ESDs, and ROD Amendments to EPA Headquarters on a quarterly basis.

Sites worked on under Task 3 for the month of December, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 3 major efforts generally consist of: large-volume CD-ROM publishing or copying efforts; conducting searches and compiling special collections for large reference requests; redacting documents for Administrative Records or other purposes.

SSID	OU	SITE NAME
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
09FL	00	ALAMEDA NAVAL AIR STATION
09GU	01	ANACONDA COPPER CO (YERINGTON)
0900	00	ARABIAN AMERICAN OIL CO
09JW	00	B.F. GOODRICH
093H	01	CASMALIA RESOURCES
0900	00	CONTINENTAL HEAT TREATING
0900	00	DEPOT MARKET PLACE
09X6	00	HALACO ENGINEERING CO
09X6	01	HALACO ENGINEERING CO
09WJ	00	INDALEX ALUMINUM SOLUTIONS
09G6	01	INDIAN BEND WASH SOUTH
09MX	00	IRON KING MINE - HUMBOLDT SMELTER
0917	01	IRON MOUNTAIN MINE
0900	00	JALK FEE
093Y	01	LAVA CAP MINE
097J	01	LEHR/OLD CAMPUS LANDFILL
09BZ	01	MCFARLAND STUDY AREA
09M6	01	MEW STUDY AREA
0926	01	MONTROSE CHEMICAL CORP
09EY	00	MOUREN-LAURENS OIL
09QM	00	NE CHURCHROCK QUIVIRA MINES
09J5	01	NEWMARK GROUNDWATER CONTAMINATION
09MZ	00	NORTHEAST CHURCHROCK MINE SITE
09BC	01	OMEGA CHEMICAL CORP
09BC	02	OMEGA CHEMICAL CORP
0958	00	OPERATING INDUSTRIES, INC., LANDFILL
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
09J6	01	PACIFIC COAST PIPELINES
0900	N/A	PERCHLORATE DOCUMENTS
0900	00	RARE METALS CORP
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N2	01	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09N2	04	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
094X	05	SAN GABRIEL VALLEY (AREAS 1-4)
098V	00	SAN GABRIEL VALLEY (AREAS 1-4)
098V	04	SAN GABRIEL VALLEY (AREAS 1-4)
098V	05	SAN GABRIEL VALLEY (AREAS 1-4)
0900	00	STANDARD NICKEL-CHROMIUM-PLATING CO
09P3	01	TREASURE ISLAND NAVAL STATION- HUN PT AN
09SS	00	TUBA CITY NAVAJO RADIOACTIVE STRUCTURES SITE
091C	00	TUCSON SOURCES

Task 4: Administrative Records (ARs) and Special Collections Management

4.1 Administrative Records

The following ARs were compiled, copied, and sent to repositories in December:

Skyline AUM Waste Pile Removal AR, sent December 3

San Fernando Valley (Area 1) North Hollywood OU LA By Products UAO AR, sent December 21.

Indalex Aluminum Solutions Removal AR, sent December 29

Indalex Aluminum Solutions Ceiling Increase Removal AR, sent December 29

The RMS IV/Assistant Manager called the Globe Public Library for information, and updated the Repositories database on December 10.

On December 13 staff met with the TOAM, RPM Raymond Chavira and Office of Regional Counsel (ORC) attorney Taly Jolish to conduct the kick-off meeting for the CTS Printex, Inc. administrative record. Indexing requirements and scheduling issues were resolved so that work on this project could begin.

On December 20 staff met with the TOAM, RPM Sara Jacobs and Office of Regional Counsel (ORC) attorney Laurie Williams to conduct the kick-off meeting for the Northeast Churchrock Mine Site non-time-critical removal administrative record update. Indexing requirements and scheduling issues were resolved so that work on this project could begin.

Future Activities

ARs will be compiled, copied, and sent to repositories at the direction of the TOAM.

Information in the AR Repository database will be updated as necessary.

4.2 Work-Performed Compilations

Four work-performed compilations were created or updated during December for the following sites:

OU	SSID	Site Name
07	0926	MONTROSE CHEMICAL CORP
00	0958	OPERATING INDUSTRIES, INC., LANDFILL (092R, 09DH, 09P2)
04	09N2	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT) (09QB, 09QY, 09QZ)
08/09	097B	SAN GABRIEL VALLEY (AREAS 1-4)

Future Activities

Staff will continue to compile work-performed compilations as directed by the TOAM.

4.3 Electronic Media and Microfilm Management

Staff produced copies of special collections in the following electronic formats this month:

CD-ROM format: 7 collections

Electronic files attached to E-mails: 30 collections

Future Activities

Staff will produce special collections in electronic formats as directed by the TOAM.

Microfilm will be sent for quality-assurance testing and long-term storage as needed.

Sites worked on under Task 4 for the month of December, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 4 major efforts generally consist of: Project management tasks in support of Administrative Records & production of work-performed compilations.

SSID	OU	SITE NAME
09H5	01	CTS PRINTEX, INC.*
09B8	00	HASSAYAMPA LANDFILL
09WJ	00	INDALEX ALUMINUM SOLUTIONS
093Y	00	LAVA CAP MINE
0926	07	MONTROSE CHEMICAL CORP
0915	00	MOUNTAIN VIEW MOBILE HOME ESTATES
09PM	00	NORTHEAST CHURCHROCK MINE SITE
09SR	00	NORTHEAST CHURCHROCK MINE SITE
09BC	02	OMEGA CHEMICAL CORP
0958	00	OPERATING INDUSTRIES, INC., LANDFILL
09J6	00	PACIFIC COAST PIPELINES
09R8	00	PHOENIX-GOODYEAR AIRPORT AREA
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N2	04	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
097B	08	SAN GABRIEL VALLEY (AREAS 1-4)
097B	09	SAN GABRIEL VALLEY (AREAS 1-4)
09WM	00	SANTA FE SPRINGS DRUMS
09SY	00	SKYLINE AUM WASTE PILE SITE
091C	01	TUCSON SOURCES

Task 5: Manage the Day-to-Day Operations of the Superfund Records Center

The following staff meetings were held during the month:

The RMS IV/Circulation Department Supervisor held a departmental meeting on December 14.

The RMS IV/Computer Support Department Supervisor held a departmental meeting on December 15.

The PM purchased supplies and/or equipment during December as necessary.

Future Activities

The PM and department heads will continue to conduct regular staff meetings.

The PM will continue to manage the day-to-day operations of the Superfund Records Center and to purchase supplies and equipment in a timely manner.

Task 6: Training and Orientation

No training requested in December.

Future Activities

Staff will continue to provide training, orientation, and tours to EPA staff, contractors, and others as directed by the TOAM.

Task 7: Online Operations and Internet Support

On December 14, backup tapes were delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage at EPA's Richmond Labs.

An RMS IV/IS III coordinated with Ramona Johnson and Shailesh Prabhu regarding testing of Access Applications with the new version of SEMS/SDMS December 15. We were advised that the new version would not affect our Access Applications so no testing was needed.

An RMS IV/IS III coordinated with Al Belbahri on the Dragon Database Certification. Checked all areas of the database and verified all updates were current December 21.

Future Activities

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Backup tapes will continue to be delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage.

Staff will continue to post Administrative Record indices, introductions, and lists of acronyms for Region 9 ARs on the Internet.

Task 8: Attend Meetings and Teleconferences

The PM attended a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting on December 2 and December 16.

Future Activities

Staff will attend a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting in January.

Task 9: Assist Region 9 with Implementing the EPA's Enterprise Content Management System, ECMS

No activity occurred in this reporting period.

II. DIFFICULTIES ENCOUNTERED

The upgrade of the EPA's document management system (SDMS/JCIA) on December 18 introduced a number of severe bugs that appear to be corrupting data and making it difficult to fulfill the Statement of Work for this contract at previous levels of accuracy and efficiency. We are reporting all severe issues to the TOAM for forwarding to the appropriate technical teams for resolution.

III. PERSONNEL ACTION

Librarian IV Risa Blumlein submitted her resignation. Her last day on the contract will be January 14, 2011. Per the TOAM, this position cannot be refilled currently so we will not be recruiting a replacement for this position.

Four staff were out on extended medical leave in December for surgery. One of these absences was due to an injury sustained on this contract for which GRB filed a Workers' Compensation claim. We are working with the TOAM to make ergonomic improvements to prevent further injuries.

IV. SUMMARY OF TECHNICAL DIRECTION

Staff received technical direction for 17 new projects via *Express Link* Work Request Forms. In addition, staff received from the TOAM 9 requests for information or support via other means.

V. STATISTICS

New File Footage

New Files Received	Footage	Year to Date
2,275	45.8 lft.	104.4 lft.

Inventories

Records Surveyed	Year to Date
29.4 lft.	58.8 lft.

Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
182.5 lft.	0 lft.	0 lft.	182.5 lft.

Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
17	1	0	0	7	0	0	2	27

VI. MAJOR PROJECT NARRATIVE DESCRIPTIONS

Below are descriptions of major projects for which we expended 80 person-hours or more during the month.

SSID 09DJ, OU 01, AMCO CHEMICAL

One Librarian IV/Records Librarian performed indexing (256 documents, 0.64 linear feet) and two RMS II/Scanning Specialists performed scanning (1,840 pages) for AR compilation (work request #111222-1615 submitted by E. Chan). Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 131.4 hours were expended on this effort during the month.

SSID 093H, OU 01, CASMALIA RESOURCES

One Librarian IV/Records Librarian performed indexing (200 documents, 0.5 linear feet) in order to reduce the backlog of indexing for this site and in response to specific electronic document submissions. Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 97.3 hours were expended on this effort during the month.

SSID 098V, OU 04, SAN GABRIEL VALLEY (AREAS 1-4)

One Librarian IV/Records Librarian performed indexing (230 documents, 1.50 linear feet) and two RMS II/Scanning Specialists performed scanning (4,051 pages) in order to reduce the backlog of indexing for this site. Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 91.8 hours were expended on this effort during the month.

SSID 09H5, OU 01, CTS PRINTEX, INC.

Two Librarian IV/Records Librarians performed indexing (255 documents, 6.25 linear feet) and three RMS II/Scanning Specialists performed scanning (16,877 pages) for AR compilation (work request # 111119-1650 submitted by T. Jolish). An RMS IV/Assistant Program Manager prepared AR deliverables. Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 157.2 hours were expended on this effort during the month.

VII. COMPARISON OF WORK ACCOMPLISHED TO THE STATEMENT OF WORK

Task 1: Project Management

1.1 Manage the Contract

The monthly report was submitted to the TOAM on 12/08/10.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment Report were submitted to the TOAM on 12/16/10.

The Records Center Performance Measurement Reports were submitted to the TOAM on 12/07/10.

The CBI Circulation/Disclosure Reports were generated and submitted to the TOAM on 12/03/10.

The PM met with the TOAM on 12/16/10 to review the monthly reports and to verify the status of the Contract.

1.2 Close-Out of the Contract

No activity has occurred under this subtask to date.

Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage and Recycling/Shredding

2.1 Organizing and Indexing

5,672 documents have been indexed and quality assured in SDMS-C as of 12/31/10.

2.2 Document Pick-up, Processing, File Management, and Storage

47.4 lft. of documents have been collected from 75 Hawthorne for indexing or retiring to the FRC as of 12/31/10.

50.9 lft. of records have been retrieved from at the FRC in response to EPA requests as of 12/31/10.

182.5 lft. of records have been organized and sent to the FRC as of 12/31/10.

The Holdings Report, FRC Storage Report, and On-Site Storage Report were updated on 12/21/10.

2.3 Scanning

7,512 documents (258,271 images) have been scanned into SDMS-C as of 12/31/10.

2.4 SCAP Support and WasteLAN Data Entry

Staff received, indexed, and logged 11 SCAP accomplishment documents as of 12/31/10.

2.5 Financial Documentation/Cost Recovery Packaging

60 Financial Cost Documentation Packages have been processed as of 12/31/10.

2.6 Recycling and Shredding

33.8 lft. of documents have been recycled/shredded as of 12/31/10.

Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production

3.1 Reference, Search, and Circulation Service

4,805 documents have been provided to EPA staff or the public as of 12/31/10.

68 site file indices/databases have been generated in response to EPA requests as of 12/31/10.

3.2 Freedom of Information Act (FOIA)

As of 12/31/10, circulation staff has provided support for 20 FOIA requests. Billing data for 53.8 hours have been submitted to EPA.

3.3 Photocopy and Redaction Service

Staff copied on-site a total of 4,997 non-FOIA-related pages for EPA and other requesters.

7 site file documents have been redacted for release as of 12/31/10.

3.4 CD-ROM Service

68 CD-ROMs or CD-ROM sets containing 698,904 images have been produced and supplied to EPA staff or the public as of 12/31/10.

3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters

4 RODs, ESDs, or ROD Amendments have been sent to EPA Headquarters as of 12/31/10.

Task 4: Administrative Records (ARs) and Special Collections Management

4.1 Administrative Records

7 Administrative Records (including supplements), deletion dockets, and special collections have been compiled as of 12/31/10.

The Globe Public Library was called for information on 12/10/10 and the Repositories database was updated on 12/10/10.

4.2 Work-Performed Compilations

13 work-performed compilations have been completed as of 12/31/10.

4.3 Electronic Media and Microfilm Management

149 copies of special collections were produced in electronic format as of 12/31/10.

Task 5: Manage the Day-To-Day Operations of the Superfund Records Center

Operation and maintenance of the Records Center continued as of 12/31/10.

All-hands staff meetings and departmental staff meetings continued to be held on a monthly basis through 12/31/10.

Equipment/supplies were purchased on 12/28/10.

Task 6: Training and Orientation

No training or tours requested this quarter.

Task 7: Online Operations and Internet Support

Backup tapes were delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage on 12/14/10.

Staff posted indices, introductions, and lists of acronyms for Region 9 ARs on the Internet on 12/28/10.

Task 8: Attend Meetings and Teleconferences

Staff attended national Superfund Records Manager/SDMS-C Workgroup teleconference meetings on 10/21, 11/18, 12/02 and 12/16/10.

Task 9: Assist Region 9 with Implementing the EPA's Enterprise Content Management System, ECMS**9.7 Attend ECMS Meetings & Teleconferences**

On November 3 staff met with the TOAM to discuss Extender pilot testing results.